

## United States Department of State

Office of Foreign Missions Washington, D.C. 20520

## **NOTICE**

## New Sunoco Business/Fleet Application

The Office of Foreign Missions (OFM) recently learned that effective immediately, as a result of in conjunction with Sunoco changing their credit card provider, Sunoco now requires the submission of new Business/Fleet Credit Card applications in order to authorize/ to provide gasoline tax-exempt credit cards for foreign missions, international organizations and their eligible personnel. Attached is a copy of the new, blank Sunoco Business/Fleet Credit Card applications. These applications can also be found at all the participating Sunoco gasoline stations

If a mission recently applied for Sunoco tax exemption and used the old Sunoco Business Credit Card application, it has to reapply with the new Sunoco Business Credit Card application. All applications must be resubmitted to OFM, along with a form DS-99, "Application for Diplomatic Exemption from Taxes on Gasoline." Please do not mail or fax applications directly to the gasoline company.

Information concerning the provision of tax-exemption on the purchases of gasoline and diesel fuels is available at OFM's website at <a href="https://www.state.gov/ofm/tax/">www.state.gov/ofm/tax/</a>.

For additional questions or comments concerning this information please contact OFM by telephone at (202)-895-3500 option 2, by email at OFMTaxCustoms@state.gov, or the nearest OFM Regional Office.

Attachment 1: Blank Sunoco Business/Fleet Credit Card

October 25, 2007

# Sunoco puts you on the road to efficient fleet fuel management



Sunoco Corporate Fleet Card For smaller fleets with big needs.

Designed for amaler fleets with fewer needs for continuous forching. Sincoo Corporate Rest card features the same convenient basic features as Surffirly freet card in a smaller passage.

seat, giving you greater control over expenses, security and tracking, while reducing the amount of hassles and paperwork you have to face. Sunoco's SunTrak" fleet card puts you in the driver's

SunTrair fleet card features

- Easy-to-understand monthly statements that display date, time, gallons, products, location and Sunces Corporate fleet card revolving features: total amount of every Sunoco purchase

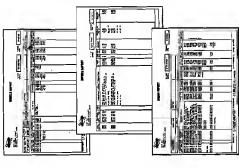
Account Summary Report, Discount Report and Payments/Agistments Report for enery account, plus:
\* Invice Report
\* Vehicle Report
\* Vehicle Report

- Accepted at more than 4,600 Sunoco
  - --- Unlimited cards at no extra cost - Pay at pump convenience locations nation-vyide
- Account Online -- easy access to account information wherever you need it No monthly or annual fees

SunTrake Fleet Card Offers Flexible and Detailed Reports Sunfrak\* fleet card reduces your paperwork and SunTrak® Fleet Card

SunTrait fleet card customers receive an Account Summary Report each montin, showing subtotats for every card or venicle, as well as total spending.

increases your control,



Accepted at more than 4.600 locations nation-wide

- Low \$10 monthly fee

Payment and Adjustment Report
Tax – Exempt Report (il applicable)

Discount Report

Account Online" - manago all facets of your account whenever you need to from your computer

Driver prompts provide increased tracking (such as driver, vehicle and odometer)

Tax-exempt billing available for qualified organizations

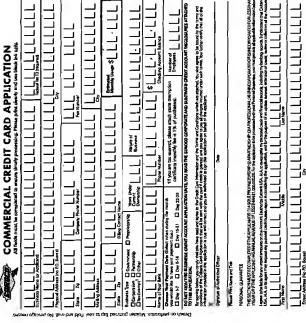
- In-station cards kept on file at the location

of your choice

# **Questions?**

Rebases are automatically applied to your monthly attainments and subject to change at any large without notice." 

For more information about Survoco's products and programs, call our sales team at (800) 935-3387.



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Sunoco Bun Trak: Please provide the information requested below and on the back.

You will be prompted to entire

PIN-protected Driver or Vehicle Cards (optional)

L'LLLLLLLLLLLLLLLLLLLL

SunTrak' fleet card customers must complete the back.

To the constant of the constan

Fax front and back of application to 1-800-771-2236 or tear off completed application, fold, seal, and mail.